

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS SPECIAL
MEETING TUESDAY JUNE 11, 2024
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President McCarey called the meeting to order at 6:30 p.m.

2. ROLL CALL

PRESENT Commissioner Barz
Commissioner Ruvoli
Commissioner Ponton
Commissioner McCarey
Commissioner Gentry

ABSENT None

ALSO PRESENT Gina Hassett, Executive Director; Stacy Proper, Supt. Recreation; Regina Ross-Ellison, Business Manager; Edward Newton, Supt. Building and Grounds; and Mary Strand, Recording Secretary.

GUESTS: Peyton Dobush, Lucy Holuj, Bree Klipstein, Caroline Skibinski, Patricia Wrobel, Jill Rector and Kristen Bruns. Cali DeBella, Recreation Supervisor/Special Events.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA – Approved as presented.

5. CONSENT AGENDA – Items on the consent agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a board member so requests in which event, the item will be removed from the Consent Agenda and will be considered separately.

- A. Approval of the Regular Board Meeting Minutes of May 14, 2024**
- B. Approval of the Executive Board Meeting Minutes May 14, 2024**
- C. Approval of the Special Board Meeting Minutes May 28, 2024**
- D. Approval of the Executive Board Meeting Minutes May 28, 2024**
- E. Approval of the Committee Meeting Minutes May 28, 2024**

Commissioner Barz made a motion to approve the Consent Agenda as presented. Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (5) Commissioners Ponton, Barz, Ruvoli, Gentry, McCarey

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the May 31, 2024, Accounts Payable and Payroll in the amount of \$417,915.42 which includes travel and Lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments. She noted that there were 3 payrolls in May. Commissioner Barz asked if the processing fee was lost when refunds are made and Regina confirmed that they were. Commissioner Ponton inquired about the fireworks payment and Gina said that it is the 2nd and final payment and the other parties have reimbursed the

District already. The Fire Starter's and cancellation of a program were discussed. The payment to Georges Landscaping, Inc. for Windy Hill was discussed.

Commissioner Ponton made a motion to approve the May 31,2024 Accounts Payables and Payroll in the amount of \$417,915.42 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (5) Barz, Ruvoli, Gentry, Ponton, McCarey

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT'S REPORT

- President McCarey reiterated that the Board needs to educate the residents on how the FPD operates. He encouraged all to let their neighbors know they can attend the Board Meetings and ask questions. Recently some people who expressed concerns with FPD thought that the District is still a part of The Village. He went on to say he is pleased with the members of the Board and that FPD employees were some of the best. If people did come they could recognize what the Board and employees are working with.
- A. Proclamation honoring the On-Pointe Dance Troupe – President McCarey told the assembled dancers and trainers that he was very proud of them. He then read the proclamation honoring their achievements. The entire Board congratulated the Troupe on their success.

9. EXECUTIVE DIRECTOR REPORT.

- A. Resolution #06.2024.01– Public Comment Policy – In previous Committee Meetings the Board discussed the need for an updated policy to govern public comment during open Board Meetings.

Commissioner Barz made a motion to approve to approve Resolution 06.2024.01 Establishing Regulations for Public Participation During Frankfort Park District Public Meetings. Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (5) Ruvoli, Barz, Ponton, Gentry, McCarey

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- B. Indoor Recreation Center Survey Results – Gina commented on the results that she shared with the Board. She said some respondents included their emails, so feedback can be sent to them addressing their comments. Williams Architects will attend a meeting soon. The window for a referendum was discussed. Also discussed was the property on Laraway for a building or where else if not there.
- Affiliate Group Agreement – A copy of the agreement was included in the packets for the Board to consider at a future meeting. The Warriors have requested to come back under the FPD programming.
- July 4 Fireworks – Gina told the Board that it is the 2nd of the 3-year contract. Next year it will need to be decided to stay or change vendors.
- Five Oaks – FPD attorney and Five Oaks counsel continue to discuss. The court date is June 18th and the next court date is June 14th. No update on the settlement.
- Fort Frankfort – The initial design from Leather & Assoc. was shared with Columbia Cascade who offer a similar product. Staff is working with Columbia on a final design

to firm up the budget and move the project along. The cost to continue work with Leather & Associates is very high and most likely will not be within budget.

- DCEO Grants – Staff is managing the quarterly documents that are due for the two grants.
- Budget – The Budget has been filed with both Will and Cook Counties.
- Operation Playground Foundation – OPF had a meeting on May 29th to discuss parking for Fall Fest and Pours for Parks. OPF will work with two local charities to manage the need for parking at the Foundation and Founders Center. J Licensing for the event are being procured.

10. COMMITTEE REPORTS

A. Special Recreation – None

B. Building and Grounds Report – Ed's report was included in the Board's packets.

- The Windy Hill project is coming along. Ed has been working closely with the vendor and installer to make sure progress is made. It is starting to look very good.
- The summer help have started and training is going well with the first timers. The additional hands allow the staff to catch up on the necessary work and provide better weekend coverage.
- The spring has been very wet. There is a lot of weeds and grass to cut.
- At Commissioners Park there was some inground pipe breaks with the water supply to the dog park and garden plots and an inground pip from a stormwater lift pump. Repairs and pipe replacements have been made by staff. Discussion was held.
- Last month a situation with garbage after a tournament was brought up and Ed assured the Board that now that he has summer help it should be handled quickly. President McCarey and Ed have discussed with those in charge of the tournaments to let them know the problem existed and to help monitor it.

C. Recreation Report – Stacey's report was included in the Board's packets.

- Splash Pad – It opened on May 28th. Its been going a little slow but today is the last day of school.
- Day Camp – The program starts next week. Kristin is getting the staff trained and it looks like there is a great crew this summer. There will be an open house for the parents and to pick up shirts. There will be up to 90 campers for both sessions.
- Rentals – It has been a little slow with rentals due to the cicadas.
- Men's Softball League – It has rained a lot on Tuesdays so it's been a rocky start. A make-up schedule is being created for the cancelled games. The second session starts in July.
- The Splash Park After Hours Party – Cali told the Board that the event was a success with pizzas and a jumpy and showcased the park.
- Party in the Park – Held last evening at Kohlhagen Park and Cali thanked Commissioner Ruvoli for being there. She said it was a great turnout and there were 4 sponsors there.
- Short Run on a Long Day – There are over 300 runners registered on June 19th and Cali asked for any volunteers to help. It is the 24th annual race.
- Movie on the Green – Cali said it is tonight with Encanto being shown.
- Pre-School – The sessions have ended with graduations on May 23/24. Registration for the 2024/25 school year continues to build. The staff is working with the PR Coordinator to promote on social media.
- a. Community Outreach – Julie's report was included in the packets. She secured sponsorships for Parties in the Park. *Fridays* has been very supportive.

D. Public Relations – Debs report was included in the Board's packets. Deb does know that some info was left off of the report last month and is keeping an eye on the information to make sure it is accurate.

E. Planning Report – None

11. UNFINISHED BUSINESS – None

12. COMMISSIONERS COMMENTS

Commissioner Barz thanked Cali for being at the meeting tonight, he really appreciated it. He asked if all was ready for the golf outing and Gina assured him it was. He gave Kudo to the staff for the great job they are doing. He asked Ed to give some attention to the pergola in front of the Founders Center. He noted that the garden plots are being planted. He is growing cabbage, squash, pumpkins, tomatoes, beans, carrots and beets. He asked Ed to put up dual faucets on the water supply.

Commissioner Ruvoli thanked Cali for an awesome Party in the Park. He estimated that there were over 200 people there. He said it was cute watching the 5-year-olds being led in dances. The new sponsor was excited to be there. He said great job there. Congratulations on the opening of the Splash Pad. He thanked staff for the Community Showcase and said it was a great day. The vendors said there were a lot of people that talked to them. He is looking forward to the 5K run and has volunteered. He thanked the staff, he knows this is a busy time of year.

Commissioner Ponton thanked the staff for all they do. He encouraged them to take time for themselves to enjoy the summer. Jobs are important, but quality of life is too. Commissioner Gentry said thanks to Stacy for her work with the Splash Park. He knows it is a challenge, but it appears it is going well so far. He thanked Ed and said the parks are looking good.

Executive Director Hassett said that Regina continues to move forward with the ACS software. Lisa Slattery has worked with her. Hopefully a transition to QuickBooks will be able to happen next year. ACS has many challenges. Regina has been very patient trying to close out the fiscal year, and Gina appreciates it. Discussion was held.

13. EXECUTIVE SESSION – None

14. ADJOURNMENT — President McCarey asked for a motion to adjourn the Frankfort Park District :Board of Commissioners Regular monthly meeting of June 11, 2024 at 7:37 p.m.

Commissioner Barz so moved, and Commissioner Gentry seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary